

DRAFT MINUTES

2023/012

CUDDINGTON PARISH COUNCIL
Draft Minutes of the Parish Council Meeting held in the Bernard Hall
ANNUAL GENERAL MEETING
TUESDAY 30th MAY 2023 at 7pm

PRESENT: Ken Brown (**KMB**), Andrew Hughes (**AH**), Lorraine Stevens (**LS**), Malcolm Thomas (**MT**), Ravern Stevens (**RS**), Ken Trew (**KT**), Venetia Davies (**Clerk and RFO**).

Parishioners: There were no Parishioners present. Buckinghamshire Councillors, Paul Irwin (PI) and Ashley Waite (AW) were present.

NB: Action points highlighted.

1. Election of Chair

Lorraine Stevens was elected Chair of the Parish Council for 2023/24. Proposed KMB, Seconded RS.

2. Apologies

Eman Parker (**EP**)

3. Election of Vice Chair

Ken Trew (KT) was elected Vice Chair of the Parish Council for 2023/24. Proposed MT, Seconded RS.

4. Declaration of Acceptance of Office by Chair

Duly signed by Lorraine Stevens, Chair of the Parish Council.

5. Declaration of Interest, in accordance with Sections 30(3) and 235(2) of the Localism Act 2011, Councillors to declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

There were no interests declared.

6. Councillor Co-option - Declaration of Acceptance of Office by Councillors.

Duly signed by Andrew Hughes, Councillor of the Parish Council. **ACTION: CLERK to arrange signing of Acceptance of Office by Eman Parker. CLERK to return information to Buckinghamshire Council.**

Parishioners Question Time

There were no questions.

7. Approval of Draft Minutes

The Draft Minutes of the April meeting (postponed to 3rd May) were **agreed and signed** as a true record Lorraine Stevens, Chair.

8. Matters Arising

- **Wildlife Project/Cuddington Green Initiative.** Bat boxes will be installed.
- **Local Area Technician.** Update received from Colin Woolford
 - **Village Maintenance.** Poor condition of Bridleway 6. **ACTION: CLERK to report to Right of Ways.**
 - **Dadbrook.** Flooding issues plus the replacement of the 'kill your speed' sign. The sign is no longer made. The gullies and kerbweirs are cleaned cyclically each year.

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The Agenda and Minutes of the Parish Council meetings can also be viewed at
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- **Overgrown Hedges. Holly Tree Lane/Frog Lane.** Further remedial work will be carried out by Buckinghamshire Council when resources are available.
- **Assets of Community Value:** Expiry dates: Allotments (11.08.23), Cuddington Village Stores and Post Office (15.09.24) and Crown PH (15.09.25). **ACTION: CLERK to agenda Allotments for June meeting.**
- **Registration of Parish Council Land with Land Registry.** JR awaiting outcome.
- **Right of Access over VAHT** (now Fairhive Homes) land to Playing Fields. Amendments to Draft Licence made by PC (on 18.01.23) have been made by Wellers Hedley Solicitors and sent to Fairhive's solicitor for review. **ACTION: CLERK to continue to chase.**
- **From Low Lane (East) to Stone Footpath.** Works to clear the path and trim back grass/weeds/hedges. KMB to continue to monitor. **ACTION: KMB to attend site visit with PI and Colin Woolford.**
- **Salt Bin at corner of Frog Lane/Lower Church Street.** New salt bins will be installed and filled in September. Order raised.
- **Dog Bin – Tibby's Lane.** Letter sent to Church Cottage. **ACTION: RS/CLERK to supply map indicating position of bin and arrange installation** (notified to be at end of June 2023).
- **Condition of mirror on Crossroads.** **ACTION: CLERK to follow up with KB.**
- **Condition of Telephone Box.** **ACTION: CLERK to ascertain if BT can paint.**
- **Renewal of Defibrillator Pads** (required by 31st May 2023). **ACTION: RS to order.**
- **Local Plan for Buckinghamshire and Local Transport Plan 5 Survey.** Draft circulated by KT and approved by all Councillors. **ACTION: CLERK to submit.**
- **Tree Watering.** **ACTION: MT to liaise with Simon Brown when required, re watering of Hornbeam, Walnut, whips on Spicketts Lane and Playing Fields. To also instruct SB to including grass cutting at entrance to Playing Fields (Fairhive Homes land) on regular cuts.**

9. Representations of Committees/Working Parties. Councillors agreed to the following representations:

- Responsible Finance Officer: Venetia Davies
- Neighbourhood Plan and Planning: Ken Trew
- Traffic Action Group (TAG 2): Ken Trew and Ravern Stevens with the support of Ken Birkby.
- Footpath Representative: Ken Brown, Malcolm Thomas and Andrew Hughes
- Website Working Group: Venetia Davies
- Trees on Parish Land: Malcolm Thomas (with support from Paul Ridout, Tree Warden) to include tree watering.
- Defibrillators: Ravern Stevens and Lorraine Stevens
- Haddenham and Waddesdon Community Board: Ken Brown and Andrew Hughes.
- Cuddington Playing Fields Association: Malcolm Thomas and Eman Parker
- Nicholas Almond Trust: Lorraine Stevens
- Bernard Hall: Lorraine Stevens and Ken Trew
- For monitoring PC Governance: Ken Brown
- For reviewing the Parish Council Insurance Policy: Ken Brown
- Assets of Community Value: Lorraine Stevens and Venetia Davies. Allotments (12.08.18), Cuddington Village Stores and Post Office (16.09.19), The Crown PH (01.10.2020).

10. PC Governance

Standing Orders (the Chairman/Clerk emergency expenditure, without consent of Councillors remain at £800), Code of Conduct, Financial Regulations, Risk Assessments, Complaints Procedure, Equality Policy, and Privacy Policies to be reviewed for 2023/2024. **ACTION: KMB to review.**

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11. Contributions from Buckinghamshire Council Councillors.

The changes, recommended by the Local Government Boundary Commission after several rounds of public consultation, have now [been published](#). Currently there are 147 Buckinghamshire councillors, with three councillors representing each of the 49 wards. As from the May 2025 elections, there will be 97 councillors representing the same number of wards: 10 three-councillor wards, 28 two-councillor wards, 11 one-councillor wards. PI and AW kindly offered to help progress the Road Safety projects as much as possible with Bucks Council. KT thanked them for their help.

12. Planning – please view Planning Applications and full comments via the new [Planning Tracker](#)

There were no new planning applications to consider.

13. Road Safety Projects

Under the new highways contractor arrangements (Balfour Beatty (maintenance) and Atkins (design)), the Parish Council is trying to ascertain how it best engages with Bucks Highways for the proposed road safety projects. Updates include:

- **Speed limit changes** - Highways Community Liaison Manager contacted to best understand process (pc funded)
- **Footpath to A418** - Noted that this needs to be progressed once new relationship with Bucks highways clarified -see 11 above
- **HGVs** - Buckinghamshire Council Transport Strategy team are progressing the development of steps to manage HGVs in the area. They are hoping to bring proposals to the public and to ask for feedback in the next few months.
- **Kings Cross/A418 crossing Feasibility Study**. Feasibility study instructed by Cuddington and Chearsley PC to Haddenham PC. Awaiting Haddenham PC decision to fund from reserves (as opposed to Community Board application).

14. CPFA Lease and Playground Project

- **CPFA Lease**. KMB has resigned as a Trustee from the CPFA. Ken Birkby is the only remaining Trustee as is preparing a Trustee guide for potential new Trustees. Wellers Hedley Solicitors (WHS) has quoted £1,200 plus VAT to draw up the new Lease (both parties have agreed to extend for 3 months, expired 1st April 2023). **ACTION: CLERK to write to Lorraine Ray, Secretary of CPFA for any requested variations to existing lease and instruct WHS to draw up the new lease and outline length, rent and any variations from the existing lease. MT to review security of gate.**
- **Playground Project**. Rocking horse repairs (£586.50) and replacement rocking horse seats (£400.00) scheduled for Friday 2nd June. Extension of basketball pad scheduled for mid-June.

15. Footpaths

KB has written to the landowner re a proposed gate on Footpath. Ken is continuing his interest in footpaths and will liaise with KB and MT Footpaths. KMB, MT and AH will put together a proposed list and undertake to talk to landowners for the replacement of stiles to metal gates.

16. Correspondence

Email regarding damaged verges as a result of builders in the grounds of Cowleas in Spickets Lane. The Parish Council have been assured that remedial works will be completed.

ACTION: AH to monitor.

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17. Reports from Councillors attending meetings and outside organisations.

KB attended the AGM of the Bernard Hall Committee. The Minutes and Annual Report and Accounts have been circulated to LS/KT, as the new PC representatives for the Bernard Hall.

18. Finance

- **Balance from Minutes of previous meeting** (3rd May 2023): **£97,650.46**
- **Receipts:** £9,186.13 (£8,211.13 [VAT Return] + £975.00 [H&W CB – basketball grant])
- **BACS Debits:** **£1,200.00** - Chinnor Marquee (for Coronation event)
- **Balance of Bank Account:** **£105,636.59** (as at 2023)
- a. **Orders for Payment:** **£1,618.38**
 - **Venetia Davies - £469.72** (£454.72 + £15.00 (Use of Home))
 - **Ken Birkby - £18.98** (Internal Auditor)
 - **Lorraine Stevens - £78.69** (Paints for playground)
 - **Hugo Fox - £12.99** (£10.83 + £2.16 VAT) (Monthly Planning Tracker support)
 - **Blades Turf Care - £798.00** (Village Green Cut – £330.00 (£275.00 + £55.00) and Village Verge Cutting £468.00 (£390.00 + £78.00 VAT))
 - **JE Accountants - £240.00** (Administration of payroll – fixed fee as agreed)
 - **BALANCE: £104,018.21** (Available Funds less Orders for Payment).
 - **Also agreed:**
 - **Lorraine Stevens - £18.50** (£15.42 + £3.08 VAT) (Bird Spikes)
 - **Carol Hayward - £75.50** (Flowers for Best Kept Village)
 - **Neal Waters - £225.00** (5 cuts @ £45.00 – playground)
 - **Bucks and Milton Keynes Association of Local Councils - £80.00** (Councillor training – Andrew Hughes and Eman Parker)
 - **BALANCE: £103,619.21**
- b. Management Report, May 2023. **ACTION: CLERK to circulate.**
- c. PC Bank Account. **ACTION: LS to request KT is added as signatory. KB to be removed.**

19. Items for Information

- **Local Plan for Buckinghamshire and Local Transport Plan 5 Survey** (to 04.06.23). **ACTION: CLERK to submit as under Matters Arising.**
- **Haddenham and Waddesdon Community Board Event - 7th June 2023, 6.30pm.** **ACTION: AH to attend.**
- **Buckinghamshire Council Charitable Collections Policy consultation** (by 20.06.23). No comment.
- **Best Kept Village 2023.** Judging Thursday 1st June and Friday 14th July.
- **Town and Parish Survey** (by 6th July 2023).
- **Haddenham & Waddesdon Community Board - Parish Workshop - 16th November, 6.30 pm** Westcott Cricket Club, Ashendon Rd, Westcott, HP18 0PB.

20. Date and Time of Next Meeting:

TUESDAY 27th JUNE 2023 - 7pm in the Bernard Hall

The Parish Council meet on the 4th Tuesday of every month